

TOWN OF STONINGTON
JOB DESCRIPTION
TRANSFER STATION ATTENDANT

NATURE OF WORK: The Transfer Station Attendant performs semi-skilled and non-skilled administrative and service work to achieve the smooth operation of the Town Transfer Station, Recycling Center, Re-use Program and Compost Site. Position requires the exercise of independent judgment and initiative.

SUPERVISION RECEIVED: Works under the broad policy guidance and direction of the Solid Waste Manager and under the general supervision of the Transfer Station Foreman.

SUPERVISION EXERCISED: None.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Opens and closes Transfer Station gates to public at start and end of hours.

Greets customers at the entrance gate, verifies residency, inspects and identifies disposal items in vehicles entering the Transfer Station and calculates the appropriate fee charged for disposal and directs customers to appropriate disposal locations.

Assesses, collects, issues receipts, and records waste disposal and permit fees.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports. Generates end-of-day reports. Closes out end-of-day receipts.

Files client information in file cabinets.

Keeps drop-off area free of litter and debris. Housekeeping duties include raking, sweeping, mowing, trimming and litter control. Keeps reusable shed clean and orderly. Keeps recyclables free of contaminants. Maintains all drop-off containers, compost and brush areas and removes inappropriate materials and contaminates.

Keeps reusable shed clean and orderly.

Operates tools and equipment, including the Old Cardboard Compactor (OCC), pick-up truck, rider mower, leaf blower, weed wacker, and mobile or portable radios.

Manages area for Freon (CFC) containing units and maintain records regarding removal, upon certification.

Directs traffic flow and assists vehicles in backing up to drop off locations.

Performs light repairs and maintenance of vehicles. Greases and/or maintains all equipment and machinery as needed. Pumps/fills fuel tanks.

Organizes, lifts and moves air conditioners, televisions, monitors and refrigerators and batteries.

Regular attendance is a requirement of this position.

OTHER JOB FUNCTIONS:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIREMENTS OF WORK:

Education, Experience and Training:

Graduation from a high school or GED equivalent, plus one (1) year of related experience or any equivalent combination of related education and experience.

Knowledge, Skills and Ability:

Ability to perform arithmetic calculations, perform cashier duties accurately, and handle cash.

Ability to input data to standard office and department forms, make simple postings to accounts, and compile data for various reports. Ability to complete required forms.

Ability to operate office machinery including, but not limited to, telephone; personal computer; copy machine; base radio; calculator, as required. Skilled in operation of light equipment and tools.

Ability to communicate effectively verbally and in writing, to understand and follow written and oral instructions, to read and write English, and to comprehend procedures, policies, documents, and directives, and work with the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak, hear, stand, and walk, bend, reach, and climb. The employee is occasionally required to balance, stoop, kneel, crouch, crawl. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools, equipment or controls; and reach with hands and arms. The employee must frequently lift, and/or move up to 75 pounds and push or pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals, extreme cold and extreme heat, and vibration. The employee frequently works near moving mechanical parts and is frequently exposed to wet, cold and/or humid conditions, vibration, fumes or airborne particles and works in an odorous environment.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times, and have mental capacity to handle stressful situations. The employee must be able to

interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. An ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.

The noise level in the work environment is usually quiet while in the office, and quiet to moderately noisy in the field.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and retain a valid driver's license and have and maintain a clear driving record.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.